The City of Hartford is moving to an online payment option for Police Private Duty Jobs.

Payment must be made by credit card (Visa, MasterCard, Discover and American Express are accepted) or ACH/EFT. All credit card transactions are subject to a 2.95% service fee with a \$1.95 minimum charge; ACH/EFT transactions are subject to a fixed service fee of \$0.50.

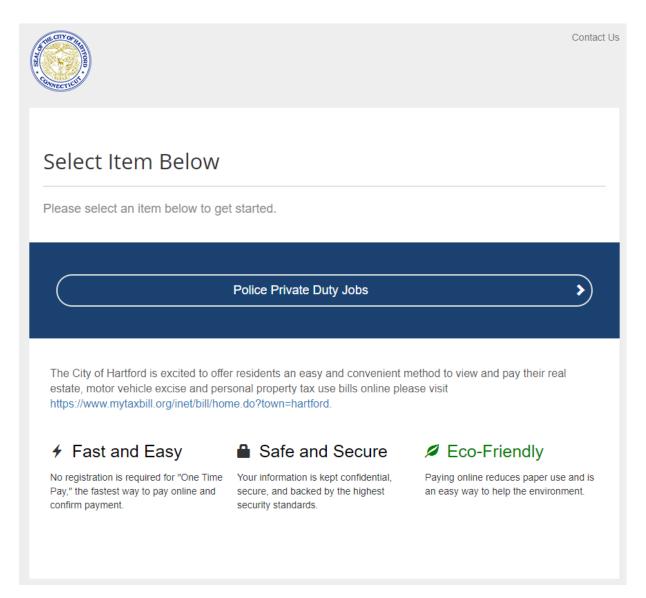
After payment has been submitted, you will receive an email confirmation.

Online Payment Link:

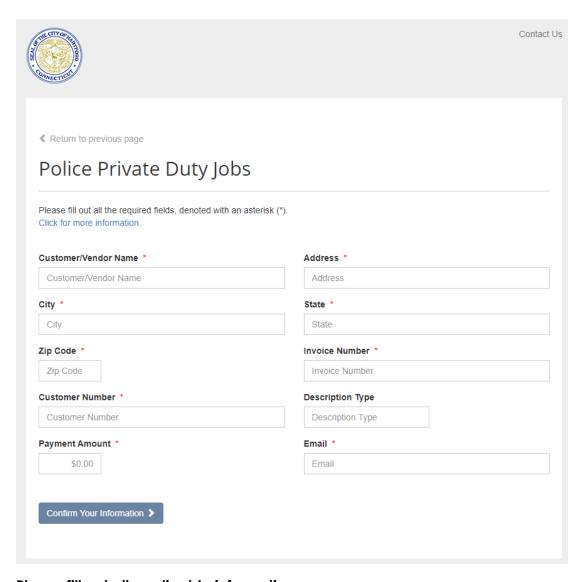
Customers can pay invoices by inserting this link https://www.invoicecloud.com/hartfordct on an internet browser.

Note:

If you're a new customer, please go out to the Hartford Police Website: www.hartford.gov/police, fill out the Private Duty Detail Request Application and contact the HPD Fiscal Unit at (860) 757-4127. Office hours are Monday through Friday, from 8:00 am – 4:00 pm.



Click on "Police Private Duty Jobs"



Please fill out all applicable information:

Customer/Vendor name: Enter Business/Personal Name.

Address /City/ State/ Zip Code: Enter Business/Personal address.

Invoice number: Enter invoice number(s) if you are "billable". If you are "collect" you won't have invoice numbers at the time of payment, please enter "N/A".

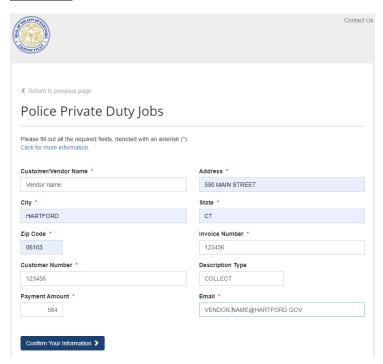
Customer number: Enter customer number (if you're a new customer please go out to the Hartford Police Website: www.hartford.gov/police, fill out the Private Duty Detail Request Application).

Description type: Enter one "collect/billable".

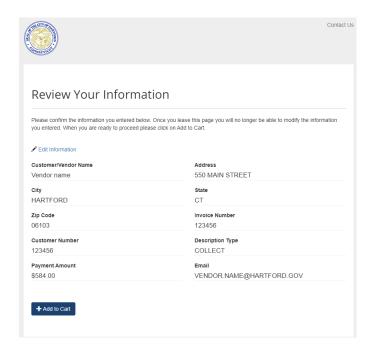
Payment amount: Enter invoice(s) amount.

Email address: A receipt will be emailed for your records.

EXAMPLE:

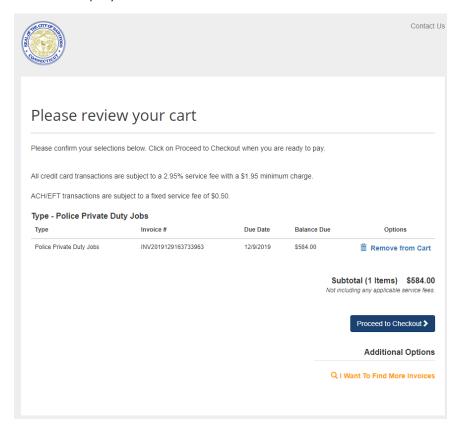


Click "Confirm Your Information"

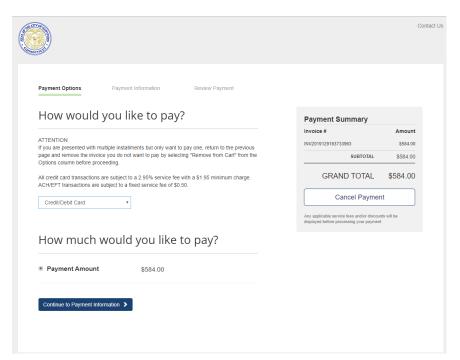


After the information is confirmed please click "Add to Cart"

Review all payment information.

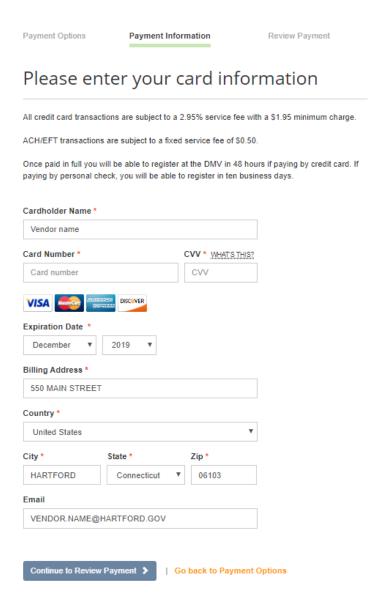


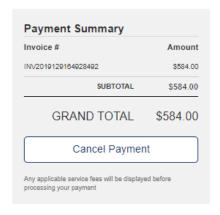
Click "Proceed to Checkout"



Please select a payment method "Credit Card" or "ACH/EFT.

Payment by Credit Card





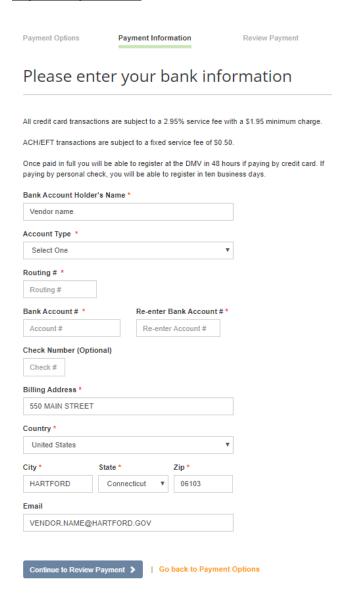
Click "Continue to Review Payment".

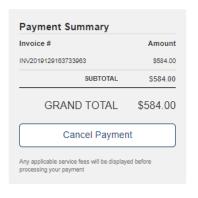
On the next screen:

Click "Process Payment".

A payment confirmation will be emailed to your email provided.

Payment by ACH/EFT





Click "Continue to Review Payment".

On the next screen:

Click "Process Payment".

A payment confirmation will be emailed to your email provided.